

February 19, 2004

Dear Reporting Contact:

It has been a year since conversion to our new PIONEER system. We would like to thank all of you for your patience in this process and your help with some of the initial issues with implementation.

Enclosed are Recaps and Wage and Contribution Reports for disk and paper reporters. **On-line and disk reporters** please review the address listings provided for accuracy and report the appropriate corrections. **Paper reporters** please review the information on the printed wage and contribution report for each employee for accuracy and report the appropriate corrections in the comment/changes column.

Reporting Deadlines

In order to **avoid late penalties**, please follow these reporting guidelines...

Web reporters that remit via ACH – report must be confirmed by the date due.

Web reporters that remit via check – report must be confirmed by the date due and your check must be postmarked by the date due.

Disk and paper reports must be postmarked by the date due.

Required Documentation

Web reporters that remit via ACH – no paperwork is necessary! All information is transmitted via the web.

Your authorized signature is your login password and your payment is transmitted via the ACH system!

Web reporters that remit via check – you only need to send your check! All information is transmitted via the web. Your authorized signature is your login password. Please be sure to identify your check by including your employer number (as assigned by NPERS) and the pay period for which you are remitting.

Disk reporters that remit via ACH – with your disk, be sure to include an originally signed completed recap and any necessary completed adjustment reports! Your payment is transmitted via the ACH system!

Disk reporters that remit via check – with your disk you need to send your check, an originally signed completed recap, and any necessary completed adjustment reports.

Paper reporters that remit via ACH – you need to send a completed Wage and Contribution Report for each contributing employee, any necessary completed adjustment reports, and one completed originally signed Wage and Contribution Recap. Your payment is transmitted via the ACH system!

Paper reporters that remit via check – with your check you need to send a completed Wage and Contribution Report for each contributing employee, any necessary completed adjustment reports, and one completed originally signed Wage and Contribution Recap.

Override Button – Web reporters

An override button has been added to the member record screen. Many of you may already be familiar with this added feature. When a flagged message appears while editing a member record, you may select the override button indicating that the information you are saving is correct. Example – You report a member with 310 hours worked during a reporting period. PIONEER will flag this data asking that you check this information for accuracy. If the information is incorrect, make the appropriate change and click save. If the information is correct and the member did work 310 hours, you may click the override to accept the data in question. The override button will not be available for suspended records. We may still contact you questioning the flagged data.

New Employee Addresses and Active Member Address Changes

Adding an address for a **new employee** and address changes for **active members** must be provided to NPERS through the employer reporting process and is required of all reporters.

Paper Reporters – For new employees, please be sure to include their address. When making an address change to an active member, include the updated information in the **Changes/Corrections to Demographic** Information section of the Wage and Contribution Report for the individual requiring the change. After the correction is reported, following reports would show the correct address under the Current Pay Period Information.

Disk Reporters – When **adding a new member or making a change** to an active member address via disk, the “date of address change” field must be completed with a date within the payroll period being reported.

Web Reporters -

File upload - When **adding a new member or making a change** to an active member address via web file upload, the date of address change field must be completed with a date within the payroll period being reported.

Copy forward and manual entry – When **adding a new member or making a change** to an active member address via the copy forward or manual entry reporting methods, you must access or create the active member record through edit member records process. Once the record is accessed or created, make the necessary changes or additions and then click the save button.

Summer Hours

During summer months, hours should only be reported for those employees actually providing service. Salaried employees who receive paychecks throughout the summer, but are not actually providing a service, should not have hours reported for these months. Reminder – for each hour reported .001 service credit is earned.

Termination Dates

Termination dates should be reported on the report in which that date occurred, but no later than the next reported period. **Paper reporters** need to put term dates in the comments/change column. (explain flag)

Delayed Contract Settlements

If contract settlements are delayed and retroactive for employees at your school, you must report the appropriate increase to the correct month(s) through adjustment reports.

Employees Paid Annually

Any employees paid on an annual basis that are eligible to participate in retirement must be reported on a monthly basis to NPERS.

Miscellaneous

- Please **do not use pencil or red ink** on any documentation sent to NPERS.
- Any **signatures** provided on documentation requiring them must be **original**.
- Make sure your employer contact information is up to date.
- Please notify NPERS immediately if you discover you have been reporting an incorrect SSN.
- Adjustment reports must include a brief explanation for the correction. On-line reporters should send a note or e-mail for future reference. Please **do not include** SSN's in your e-mails.
- Web reporters that upload, remember that you must wait at least one business night for your file to load.
- Reminder – **New employees** must be treated as if you are reporting an address change.
- When reporting **installments** or **make-ups**, please report the appropriate amounts in the proper fields and be sure to follow the payment schedule provided by NPERS.

Contact US

If you have questions regarding Wage and Contribution reporting, please contact Cheryl Mueller at (402) 471-9497 or e-mail cmueller@npers.ne.gov, or Sarah Moore at (402) 471-6098 smoore@npers.ne.gov. Sarah is new to Accounting, replacing Nicole who left in August. Sarah is quickly learning and eager to help with your reporting questions.

Sincerely,

Randy Gerke
Accounting and Finance Manager